

S E C R E T

WEEKLY REPORT FOR SUPPLY GROUP FOR PERIOD
ENDING 13 DECEMBER 1988I. Status of Tasks Assigned by Senior Management:

A. The Chief, Supply Group met with all external Logistics Officers assigned to the DO on 9 December to discuss their responsibilities in the area of property accountability. Nineteen officers were in attendance. As a result of this meeting, several officers have requested subsequent discussions with Supply Group relative to specific accountability problems in their areas. We will be working closely with these officers, providing guidance as needed. [REDACTED]

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D. On 1 December, two members of the Material Support Branch (MSB), visited NPIC/Logistics to discuss clearing up older, outstanding items in the Inventory Control System (ICS). The individuals were given a computer run of the outstanding line items, a brief overview of the ICS, and a list of frequently used queries to aid in utilizing the ICS. Personnel assigned to NPIC/Logistics have agreed to work closely with MSB in their ongoing efforts to bring the ICS up-to-date. [REDACTED]

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E. A member of the Material Support Branch, Requirements Division, researched and compiled material on the use of Department of Defense (DOD) microfiche to be used for the Introduction to Supply course held on 6 and 7 December 1988. Seventeen people attended the course, which covered fundamental supply procedures and regulations. [REDACTED]

F. The Material Support Branch, Requirements Division, has disseminated Agency Excess List No. 164 representing a total dollar value of \$167,907. The deadline for requesting items from the Excess List is 20 January 1989. [REDACTED]

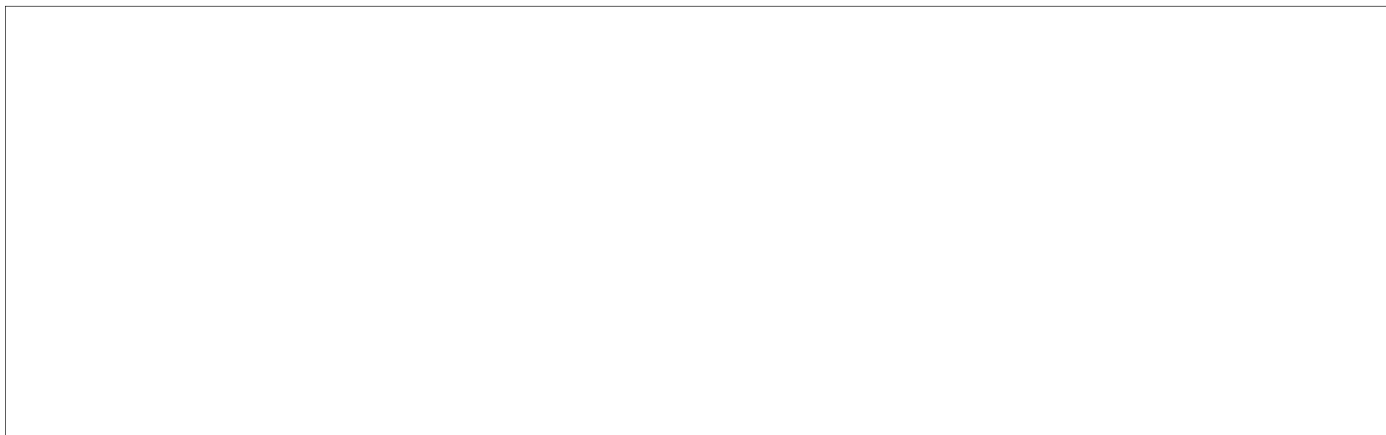
G. On 8 December, a member of the Material Support Branch (MSB), Requirements Division, visited the Office of SIGINT Operations, Logistics Management Division (OSO/LMD) and discussed the reorganization structure of MSB and mutual problems in processing Form 88s. Hints to help OSO process its requisitions more efficiently were also provided. [REDACTED]

H. In support of the new Office of Technical Service (OTS) Organization (Org.) access within the Inventory Control System (ICS), Data Management Branch (DMB) conducted a tutorial for nine members of OTS/Logistics on 6 and 8 December. The tutorial familiarized them with their new capabilities, which will only allow OTS/LOGS to establish, update, or cancel suspense records that have a transaction analysis code (TAC) of 6C for items in allocation 61. This is a no-cost allocation managed by OTS/LOGS. An overview of the stock number, inventory, suspense and activity file was also given. A hands-on portion of the tutorial, given on the ICS test data base, taught the correct usage of the I001-P, I008-P and the I009-P menus. [REDACTED]

I. During the period 5-9 December, Data Management Branch (DMB) received six additional ad hoc report requests from Material Support Branch (MSB). These new reports are all keying on particular Customer Identification Codes (CIC) that have a present quantity on back order in the ICS. MSB is taking the reports to the specific customers with instructions on how to interpret them in order to assist in the MSB-directed clean-up effort of the ICS.

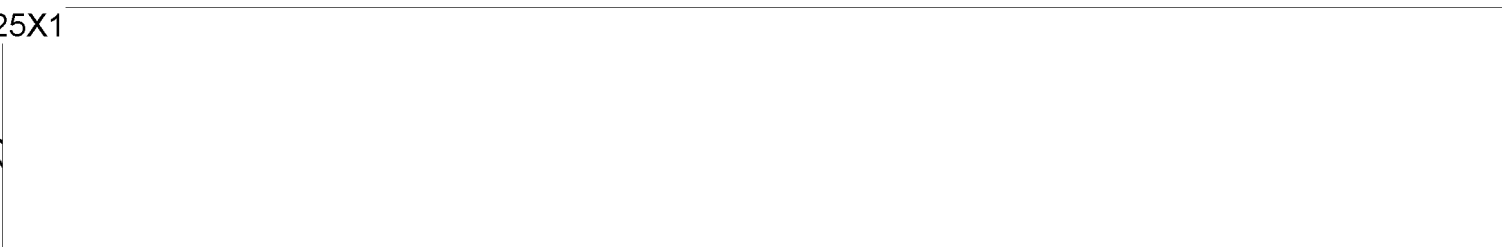
In anticipation of more of these types of reports, DMB has designed a new pad, which is a set query, in order to expedite the processing time. The pad will enable us to pull the same basic information repetitively with a minimum of change and keystrokes. [REDACTED]

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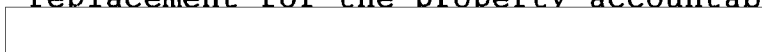
III. UPCOMING EVENTS:

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C. Representatives from the OL ADP Staff, Supply Group, OTS Logistics and Audit Staff will visit the A.G.S. Genasys Corporation in Columbia, MD on 16 December for a software demonstration. This software is being reviewed as a potential replacement for the property accountability system at OTS.

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IV. MANAGEMENT ACTIVITIES AND CONCERNS

None.

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